

Position Description: President, Campus Student Associations (CSA)

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research, and service.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

Student engagement, leadership and service are integral to ACU's Mission and identity and student leaders play a crucial role in implementing the Mission of the University and promoting the social, intellectual, cultural, and spiritual welfare of their fellow students and informing University strategy and processes.

DEFINITIONS

Executive means the Campus Student Association President, Vice President, Treasurer and Secretary of a Campus Student Association; the Executive is responsible for the day-to-day management of the Campus Student Association.

Council means the governing body of a Campus Student Association consists of the Executive positions plus a pre-determined number of Councillors, who do not have specific responsibility but from whom the Campus Student Association can draw to fill casual vacancies.

Association means a Campus Student Association as a body.

ABOUT ACU STUDENT ASSOCIATIONS

Each campus has a Campus Student Association (CSA) which is governed by [Statute 9](#) and a Constitution CSAs provide advocacy, support, and social activity for all students on their campus.

Coordination at a national level is achieved through the [Australian Catholic University National Student Association \(ACUNSA\)](#) comprising the President of ACUNSA, the Campus Student Association Presidents and an Indigenous, International, Postgraduate and Online Student Officer. ACUNSA is the premier student association at ACU.

ACUNSA and the Campus Student Associations are supported by the Student Life Unit of the Student Experience Directorate with training. Student Life oversees Student Associations training and the financial and risk management of the Associations' programs, events and activities.

ACUNSA and the Campus Student Associations work closely with the Student Life Unit and specifically the Student Life Coordinator and the Student Life Officers on each Campus.

POSITION PURPOSE

The CSA President is responsible for the leadership, direction, and coordination of the activities of the Campus Student Association. The President, as the public face and official spokesperson of the Association, is responsible for the management of all major stakeholders including other student leaders, University administrators and other key partners.

STIPEND

The CSA Presidents receive an annual stipend which is equivalent to 50% of the Research Training Program Stipend base level (indexed annually). In 2024 the stipend is approximately \$15,416.

NB. The stipend is not a salary or a wage: The Presidents are not paid for the hours worked. Rather the stipend is provided in recognition of the workload of the role which includes regular attendance at meetings and events locally and across the University.

TRAVEL

This role requires some travel to other campuses, including interstate travel.

EXPECTED HOURS OF COMMITMENT

The CSA President can expect to devote at least 15 – 18 hours per week to this role. Students should consider this very carefully when nominating for election.

POSITION RESPONSIBILITIES

According to the Constitution, the President's duties are as follows:

1. Preside at all meetings of the Association (including the Annual General Meeting, the quarterly General Meetings, the monthly Council meetings, and the weekly Executive meetings).
2. Represent the Association at the monthly ACUNSA meetings and triannual ACUNSA Conferences.
3. Prepare an annual report of the Association's activities for presentation at the AGM
4. Be the spokesperson of the Association.

Included in these duties, the President is expected to:

1. Work with ACU student and staff stakeholders to achieve the objectives of the Campus Student Association:
 - i. To further the mission and identity of the University
 - ii. To facilitate and encourage an inclusive student experience at ACU, ensuring all student interests are considered and promoted through the services and activities of the Association.
 - iii. To foster the social, cultural, intellectual, and spiritual well-being of all students to support a positive, safe and inclusive student culture, and promote the value of volunteerism and service to the community as critical aspects of student leadership.
 - iv. To consult widely with the student body about student issues and activities.
 - v. To advocate for and represent students and, where appropriate, communicate issues raised to ACUNSA.
 - vi. To meet the associations' operational targets and provide quarterly reporting to ACUNSA.

2. Ensure the internal management of the Association is cohesive and effective by being accountable and taking executive responsibility for:
 - i. overseeing the development of the annual Operational Plan
 - ii. the finances of the Association (through the Treasurer), including the allocation, evaluation and reporting of the Association's income and expenditure, and regular stock-takes of assets.
 - iii. developing and implementing Association policy, new activities, and services, in consultation with Student Life staff.
 - iv. facilitating fortnightly meetings during semester between the Campus Student Association and Student Life staff.
 - v. preparing a monthly report of the Association's activities and performance against the Operational Plan for submission to ACUNSA and to the Student Life unit.
 - vi. managing the affairs of the Association in accordance with the Constitution.
3. Be accountable to the University and the Membership for the sound financial management of the Association and good stewardship of resources, including presenting audited accounts annually to Campus Student Association members and all students via public meetings and traditional and social media.
4. Liaise with and develop effective working relationships with:
 - i. Student Life staff to identify training and resource requirements of Campus Student Association office holders.
 - ii. the Campus Dean on the campus regarding campus matters
 - iii. student community organisations such as Clubs and Societies and Volunteers.
 - iv. appropriate external community organisations or businesses who can provide support for the activities coordinated by the Association or whose community services the Association can support.
 - v. internal stakeholders including the Deputy Vice-Chancellor (Education), the Director Student Experience, the Associate Director Student Experience, the National Manager Student Life, and Campus Deans.
5. Oversee the communication and promotion of Campus Student Association events and University information to Campus Student Association members and the University via appropriate channels.
6. Participate directly in, and/or nominate appropriate students in consultation with Student Life staff to participate in:
 - i. University committees as required.
 - ii. significant University or Campus functions such as Graduation, Opening and Closing Liturgies and other events as required.
7. At all times, act lawfully, with integrity and uphold the processes and vision of ACUNSA, the Campus Student Associations and the Mission of the University.

SELECTION CRITERIA

The CSA President must be an enrolled ACU student at the time of nomination, election and during the course of the term of office.

The following characteristics would contribute to success in the role of CSA President:

- Clear understanding of, and engagement with, the University's Mission
- Acts with integrity
- Organised and hardworking
- Enthusiastic and proactive
- Collaborative
- Able to consult effectively with students, staff, and University stakeholders
- Able to manage competing priorities
- Effective communication and interpersonal skills
- Able to effectively coordinate a team of peers and achieve agreed outcomes
- Leadership ability and experience
- Financial management skills
- Willingness to work collaboratively with the Student Life unit to achieve ACUNSA outcomes.

KEY RELATIONSHIPS

University Officer	Role and Relationship	Student roles affected
Deputy Vice-Chancellor (Education)	<p>Responsible for the strategic and operational leadership of the University in partnership with the Vice-Chancellor and the Vice-Chancellor's Advisory Committee.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Deputy Vice-Chancellor (Education) reports to the Vice-Chancellor</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Director, Student Experience	<p>Leads the professional support services and engagement activities for students which are delivered across the University, including Access and Disability, Advocacy Service, Careers and Employability, Counselling, Student Accommodation, Safeguarding and Student Safety, Transition, Medical Centres, and Student Life.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Director, Student Experience reports to the Deputy Vice-Chancellor (Education)</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Associate Director, Student Experience	<p>Supports the Director, Student Experience in leading the professional support services and engagement activities for students which are delivered across the University.</p> <p>Leads the Student Life and Transition teams, including the programs associated with student leadership, orientation, students on committees and mentoring.</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers

	<p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Associate Director, Student Experience reports to the Director, Student Experience</p>	
National Manager Student Life	<p>Supports the Associate Director, Student Experience.</p> <p>Advises ACUNSA on strategies and the development of operational plans and to achieve their objectives.</p> <p>Supports ACUNSA's professional and personal development as leaders and representatives.</p> <p>Leads the team that aims to develop a rich, enjoyable, and diverse campus culture that engages students, staff, and the wider community in a vibrant and dynamic campus life.</p> <p>The National Manager Student Life reports to the Associate Director Student Experience.</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers
Student Life Coordinator	<p>Responsible for the development and training of community leaders, including ACUNSA and CSA leaders.</p> <p>Provides role-specific training and advice on strategic and administrative matters.</p> <p>The Student Life Coordinator reports to the National Manager, Student Life</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers • Councillors
Student Life Officer	<p>Responsible for the delivery of campus-specific programs, events, activities, and services.</p> <p>Provides guidance, logistical advice and daily on-the-ground support.</p> <p>The Student Life Officer reports to the National Manager, Student Life.</p>	<ul style="list-style-type: none"> • CSA Presidents • CSA Executives • Campus Councils • Local membership